



U.S. DEPARTMENT OF THE INTERIOR

U.S. FISH & WILDLIFE SERVICE, ALASKA REGION

SPECIAL USE PERMIT APPLICATION

OFFICE USE:
SUP #

NOTICE: In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.) and the Privacy Act of 1974 (5 U.S.C. 552a) please be advised that:

1. The permitting of compatible economic and public uses on lands of the National Wildlife Refuge System is authorized by: (a) the National Wildlife Refuge System Administration Act (16 U.S.C. 668dd-ee) as amended by the National Wildlife Refuge System Improvement Act of 1997 (Pub. L. 105-57); (b) the Refuge Recreation Act (16 U.S.C. 460k-n); (c) Bald Eagle Protection Act (16 U.S.C. 663a); (d) Endangered Species Act of 1973 (16 U.S.C. 1539); (e) Migratory Bird Treaty Act (16 U.S.C. 703-711); (f) Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383); (g) Lacey Act (18 U.S.C. 42 and 44); and (h) Tariff Classification Act of 1962 (19 U.S.C. 1202).

2. Public and economic uses of national wildlife refuges may be authorized upon a determination that such uses are compatible with the purpose(s) for which the refuge was established and the mission of the National Wildlife Refuge System, and are not inconsistent with public safety. The action also must be in accordance with provisions of all laws applicable to the area, consistent with the principles of sound fish and wildlife management and otherwise in the public interest.

3. The application form will be used by U.S. Fish and Wildlife Service personnel to evaluate the qualifications and conclude the eligibility of the applicant. Consistent with 50 CFR 36.41(d)(2), applicants may present the application for noncompetitively issued permits verbally, if he/she is unable to prepare a written application. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees by the Service (31 U.S.C. 7701).

4. Routine use disclosures may also be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual (42 FR 19083; April 11, 1977)

5. Information requested in this form is purely voluntary, but failure to answer questions may jeopardize eligibility to receive permits. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.

6. The public reporting burden for this information collection varies based on the specific refuge use being requested. The relevant burden estimate ranges from 1.5 hours for each non-competitively bid permit, to 30 hours for each competitively awarded permit. This burden estimate includes time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of the form may be made to the Service Information Collection Clearance Officer, Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, N.W., Washington, D.C. 20240, and to the Office of Information and Regulatory Affairs, OME, Attention: Desk Officer for the Interior Department (1018-0014), Washington, D.C. 20503.

**FOR OFFICE USE ONLY:
SUP #**

1) Please type or print legibly in ink. Answer all questions completely or mark "N/A" if not applicable.

APPLICANT NAME: _____

BUSINESS NAME: _____

TAXPAYER IDENTIFICATION NUMBER, or
SOCIAL SECURITY NUMBER: _____

PRIMARY ADDRESS:
(Business Address) _____

ALTERNATE ADDRESS: _____

PRIMARY PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

DATES VALID: _____

FAX NUMBER: _____

E - MAIL ADDRESS: _____

AS AN APPLICANT, ARE YOU: (Mark one box with "X")

- ☐ INDIVIDUAL
☐ CORPORATION
☐ PARTNERSHIP/ASSOCIATION
☐ GOVERNMENT/STATE AGENCY
☐ OTHER

If you are an INDIVIDUAL or PARTNERSHIP, are you also a citizen(s) of the United States?

YES _____ NO _____

2) **NATIONAL WILDLIFE REFUGE**

Mark with an X the refuge you are submitting this application for:

- | | |
|--|--|
| <input type="checkbox"/> Alaska Maritime NWR | <input type="checkbox"/> Kodiak NWR |
| <input type="checkbox"/> Alaska Peninsula/Becharof NWR | <input type="checkbox"/> Koyukuk/Nowitna NWR |
| <input type="checkbox"/> Arctic NWR | <input type="checkbox"/> Selawik NWR |
| <input type="checkbox"/> Innoko NWR | <input type="checkbox"/> Tetlin NWR |
| <input type="checkbox"/> Izembek NWR | <input type="checkbox"/> Togiak NWR |
| <input type="checkbox"/> Kanuti NWR | <input type="checkbox"/> Yukon Delta NWR |
| <input type="checkbox"/> Kenai NWR | <input type="checkbox"/> Yukon Flats NWR |

3) **SPECIAL USE PERMIT ACTIVITIES**

Mark with an X the type of activity or use you are submitting this application for, and provide specific information requested below:

- ☐ Guided/Outfitted Hunting - Big Game. Specify species hunted:
- ☐ Guided/Outfitted Hunting - Migratory Birds. Specify species hunted:
- ☐ Guided/Outfitted Hunting - Small Game or Upland Birds. Specify species hunted:
- ☐ Guided Sport Fishing. Specify species fished:
- ☐ Guided River or Float Trips. Specify type of boat and if motorized or non-motorized:
- ☐ Guided Recreation -Other. Specify type of activities guided:
- ☐ Outfitted Recreation - Other. Specify type of activity and equipment provided:
- ☐ Air Taxi - FAA certified, point to point aircraft transportation.
- ☐ Air Transporter - Aircraft transportation to big game hunters in the field.
- ☐ Transporter - Other. Specify mode of transportation provided (e.g., boat, horse, snowmachine, etc.):
- ☐ Commercial Photography.
- ☐ Other. Describe activity or use below:

Description of proposed activity or use: (See p. 8 for guidelines on information to be included)

Area(s) of use (delineate on USGS topographic maps if applicable):

Estimated starting and ending dates of proposed activity:

Maximum number of clients per day: _____ Per season: _____

4) Will your business be operating aircraft (not hiring air taxis) within the Refuge?

YES _____ NO _____ If so, will your business be operating aircraft under:
 (Check one) _____ FAA Regulations Part 91 (Incidental Air) _____ FAA Regulations Part 135 (Air Taxi)
 (PLEASE PROVIDE A COPY OF YOUR FAA CERTIFICATION.)

List the make, model, wheel/ski/float, color and tail number of all aircraft you own/lease/operate that you will use in your proposed activity.

MAKE	MODEL	WHEEL (*)	SKI (*)	FLOAT (*)	COLOR	TAIL NUMBER

Name of Air Taxi(s) you plan to use: (Please note that air taxis you use for activities on Refuge lands/waters must be permitted to operate on the Refuge.)

5) Will your business be operating other modes of transportation or access to or within the Refuge?

YES _____ NO _____
 If so, list the type of vessel(s) or vehicle(s) and the maximum passenger capacity of the vehicles and/or vessels (not aircraft) you plan to use within refuge boundaries.

TYPE VESSEL/VEHICLE	MAXIMUM CAPACITY	REGISTRATION NUMBER

6) We require you to carry liability insurance to provide protection for visitors you serve on refuges. Applicants must obtain liability coverage BEFORE we can issue a Special Use Permit for commercial visitor service activities. Refer to the enclosed Insurance Information Sheet for minimum coverage requirements. You must name the U.S. Government as an additional insured.

Do you have current liability insurance? YES _____ NO _____

ATTACH A COPY OF THE INSURANCE CERTIFICATE.

7) Within the past 5 years, has the company (entity) or any of the owners of the business been convicted, pled nolo contendere, or forfeited collateral for any violations of State, Federal, or local law or regulations related to fish and wildlife or permit activities? YES _____ NO _____

8) Is the company (entity) or any of the owners of the business now under charges for any violation of State, Federal, or local law or regulations related to fish and wildlife or permit activities? YES _____ NO _____

9) Within the past 5 years, have any of your current or proposed employees been convicted, pled nolo contendere, or forfeited collateral for any State, Federal or local law or regulations related to fish and wildlife or permit activities: OR are they now under charges for any violation of state, federal or local law or regulations related to fish and wildlife or permit activities? YES _____ NO _____

10) IF YOU ANSWERED "YES" TO QUESTIONS # 7, 8 OR 9, PLEASE GIVE DETAILS IN THE SPACE BELOW. For each violation, provide the: 1) Individual's Name, 2) Date, 3) Charge, 4) Place, 5) Court, and 6) Action Taken. (Use additional sheets if necessary.)

INDIVIDUAL'S NAME	DATE	CHARGE	PLACE	COURT	ACTION

11) If this application is in response to a prospectus for a competitively awarded permit, please provide a detailed response which addresses, at a minimum, the following factors: proposed operations plan; complete above history of violation related questions 7, 8, and 9 for the past 10 years; safety record, training and proposed safety plan; documentation of experience and knowledge applicable to both the proposed activity and delineated use area or general geographical area; complete list and description of property, equipment and accessories; and complete list of clients for same or similar activities during the past three years. (Use separate sheets to complete this question.)

12) Provide a complete list of names, addresses and phone numbers of employees who will be assisting with permit activities on the refuge. Also indicate in what capacity they will be operating (e.g., guide, pilot, camp cook, etc.) Any employee, including the applicant, who will be operating a vehicle, aircraft, or vessel while carrying clients must provide their State drivers license number, pilot certificate number, or applicable vessel operating license number and indicate whether they have had any such licenses suspended or revoked, or have been convicted for driving while under the influence of alcohol or drugs during the past five years. Please use separate sheet to provide this information.

13) False, fictitious or fraudulent statements or representations made in this application may be grounds for revocation of the Special Use Permit and may be punishable by fine or imprisonment (18 U.S.C. 1001). We will consider all information you provide in reviewing this application.

14) Please attach a copy of your State business license and any applicable State or Federal licenses, certifications, and registrations required for the activity you propose to conduct on the Refuge (e.g., State Big Game Guiding License, State Transporter License, FAA Air Taxi Certificate, U.S. Coast Guard License, sport fish guide registration, etc.)

SIGNATURE OF OWNER/AGENT
(Attach Proof of Agent)

PRINTED NAME

DATE

REVISED 01/03
USFWS Form 3-2001

OMB Approval No. 1018-0014
Approval Expires 09/30/06

FOR OFFICE USE ONLY				
Check #	Check Amount:	Overpayment:	Additional Amount Needed:	Fee Not enclosed

WERE THESE DOCUMENTS ENCLOSED WITH APPLICATION?	
AIRCRAFT INSURANCE: YES NO STATE BUSINESS LICENSE: YES NO	GENERAL LIABILITY INSURANCE: YES NO OTHER LICENSES/CERTIFICATIONS: YES NO
MISSING DOCUMENTATION _____ _____ _____	

See attached Liability Insurance Information on Page 7

Submit completed Special Use Permit Applications to:

Refuge Operations Specialist
 Attn: Special Use Permits
 Alaska Maritime NWR
 95 Sterling Highway, Suite 1
 Homer, Alaska 99603
 e-mail: alaskamaritime@fws.gov

Liability Insurance Requirements for Special Use Permits

Region 7, U.S. Fish and Wildlife Service

(May 8, 1989)

<i>Type of Permit</i>	<i>Insurance Required</i>
Transporter - Air Taxi (No on-the-ground services)	Aviation Passenger Liability: \$150,000/seat <i>plus</i> Property Damage: \$100,000
Transporter - Boat (No on-the-ground services)	
Boat over 24 feet, tidal waters	Marine Liability: \$300,000
Boat under 24 feet, inland	Comprehensive or Guide-Outfitter Liability: \$300,000/occurrence, \$500,000/year aggregate
Guide-Outfitter (No air or boat transport of clients)	Guide-Outfitter Liability: \$300,000/occurrence, \$500,000/year aggregate
Guide-Outfitter (With air transport of clients)	Aviation Passenger Liability: \$150,000/seat ¹ <i>plus</i> Guide-Outfitter Liability: \$300,000/occurrence, \$500,000/year aggregate
Guide-Outfitter (With boat transport of clients plus other services)	Guide-Outfitter Liability: \$300,000/occurrence, \$500,000/year aggregate <i>plus</i> Marine Liability: \$300,000 ²
All Other Commercial Operators Providing Services to the Public	Comprehensive Liability: \$300,000/occurrence, \$500,000/year aggregate

¹ if air transportation is not covered by guide-outfitter insurance

² if boat transportation is not covered by guide-outfitter insurance

Special Use Permit Operations Plan Guidelines

ALASKA MARITIME NATIONAL WILDLIFE REFUGE

1. Please include the following information for Question #3, Special Use Permit Activities:

- a) Type(s) of activities: Description of your project.
- b) Area of use: Submit a map or describe location of activities. Note: *If the area of use is designated wilderness, please see guidelines following permit questions.*
- c) Time of year: Clearly state the time of year the activity will be done and for how long (dates in the field). If several areas are involved, please indicate when you will be in each area.
- d) Will anyone be staying on refuge lands over night and if so, what type of housing facilities will be used?
- e) Will fuel caches be needed?
- f) How many people are involved in the activity? What are their names, addresses and their role in the activity? (Disregard if you have provided this information in Question #12)
- g) If you are camping on the refuge during your operation or research, please describe your safety plan, including equipment available, and names and contact information for people you will be checking in with you while you are in the field.

Be as detailed in your description of the activity as possible, so a determination can be made by this office on what type of activity you are proposing to do, the extent of the activity and persons involved, what equipment the activity will require, and how the activity will affect the natural resources managed by this office.

2. Additional documents required for selected lands:

If proposed use of Refuge lands occurs on Native selected lands, the applicant is required to obtain signed statements from the appropriate Native Corporations documenting their views, prior to the Special Use Permit being issued. On State selected lands, permission must be obtained for any activities that involve construction of permanent facilities, or the removal of minerals or materials. If you do not know whether your use area will include selected lands, please contact the refuge well in advance (at least six weeks) prior to beginning activity so the appropriate contacts can be made.

3. Wilderness guidelines:

Consider whether the proposed activities are appropriate in designated wilderness areas. Any activities not traditionally allowed in Alaskan wilderness, such as use of motorized equipment other than snowmobiles, aircraft, and boats, require a minimum tool evaluation. The refuge manager will make the final determination of allowed uses based on this evaluation.

Minimum Tool: The minimum action or instrument necessary to successfully, safely, and economically accomplish wilderness management objectives.